

## **RE: Grant and Per Diem Program – VA Letters of Collaboration**

VA Homeless Coordinators and Staff:

As you know, VA recently released the Transition In Place (TIP) Notice of Fund Availability (NOFA) for the Grant and Per Diem (GPD) Program ([www.va.gov/homeless/gpd.asp](http://www.va.gov/homeless/gpd.asp)). Some of you have been or will be approached by community organizations requesting letters of collaboration. This memo will clarify how to respond to these requests. Please note applications are due to the GPD National Program Office by April 22, 2020, at 4:00pm Eastern Time.

*Evidence of Established Linkages/Collaboration:* If requested by an applicant, VISN and local VA Medical Center (VAMC) staff members may utilize the attached template (Memo Attachment A) to provide objective feedback describing VA's knowledge of the applicant organization.

GPD requires that applicants describe how they consulted directly with the VAMC Director (or the appropriate authorized VAMC representative per the local VAMC's practice) regarding coordination of services for project participants. GPD asks applicants to provide a plan to assure access to healthcare, case management and other care services. Applicants are invited, but not required, to include a letter of collaboration from the VAMC to corroborate the information in the application and to demonstrate coordination. The presence of, and/or content within, a letter can influence an application's score, particularly in the areas of need and coordination. We encourage you to consider how the need for the proposed beds, TIP housing model or services are tailored to the location of the project and to the ability of the applicant.

For a letter to be considered part of an organization's application, it should be available to the applicant in time for them to include it in their online application package by the due date and time noted above. Any materials arriving separately or late will not be accepted as part of the application. We encourage applicants to submit their applications early in order to avoid the risk of unanticipated delays, computer service outages or other submission-related problems that might result in ineligibility. We also ask applicants to give medical centers as much time as possible, and preferably at least 30 days, for providing a letter. Similarly, we encourage medical centers to support applicants' efforts to submit as early as possible by responding in a timely manner.

If you have any questions or require further guidance, please do not hesitate to contact the GPD National Program Office at [gpdgrants@va.gov](mailto:gpdgrants@va.gov).

Thank you in advance for your assistance.

Sincerely,

GPD National Program Office

Attachment A: Sample VA Collaboration Letter

## ATTACHMENT A: SAMPLE VA COLLABORATION LETTER

[Letter is to be submitted on VAMC letterhead. For a letter to be considered part of an organization's application, it should be available to the applicant in time for them to include it in their online application package by the due date and time noted on page 1. Any materials arriving separately or late will not be accepted as part of the application.]

[INSERT DATE]

Grant and Per Diem (GPD) National Program Office

RE: [INSERT APPLICANT NAME]

To Whom It May Concern:

The [INSERT VA FACILITY STATION NAME AND # AND INSERT VISN #] understands the above-noted entity is applying for a per diem grant to provide transitional housing utilizing the Transition in Place (TIP) housing model through VA's GPD Program.

The applicant consulted with our medical facility. Our understanding is that the applicant is proposing the following number of TIP beds.

Proposed model	Proposed number of beds*
Transition In Place	

We have worked with the above-noted entity since [INSERT DATE]. [INSERT APPLICANT NAME] provides [INSERT LIST OF SERVICES] to Veterans in the [INSERT NAME OF AREA] area. VA has worked with [INSERT APPLICANT NAME] in the following capacity [INSERT ROLE OR ROLES VA HAS WORKED WITH APPLICANT IN THE PLANNING AND OPERATION OF THE PROPOSED PDO PROJECT AND DURATION OR FREQUENCY].

[INSERT ANY OTHER INFORMATION CONCERNING APPLICANT'S PARTICIPATION IN AN ONGOING COMMUNITY-WIDE PLANNING PROCESS, SUCH AS WHETHER THEY HAVE PARTICIPATED IN COORINDATE ENTRY, VAMC AND COMMUNITY COORDINATION AND COMMUNITY PLANNING TO END VETERAN HOMELESSNESS, AND OTHER LOCAL VA EVENTS/PROGRAMS.]

[INSERT ANY OTHER INFORMATION RELATED TO THE APPLICANT'S EXPERIENCE PROVIDING TRANSITIONAL HOUSING OR SERVICE CENTERS UNDER GPD'S PROGRAM MODELS].

If you have any questions or require further information, please contact me at [INSERT PHONE AND EMAIL].

Sincerely,

[INSERT NAME]  
[INSERT TITLE]